

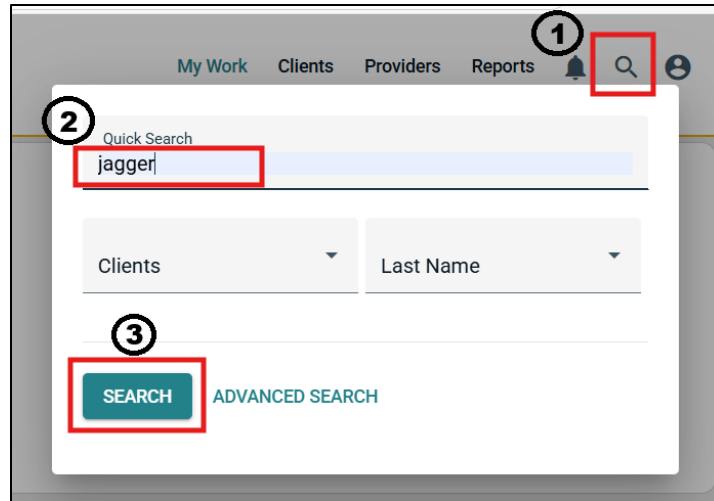


Submitting Billing – No Services Provided:

1. Login to Madison. Your default role will be CRP Provider.

Click on the Search Icon  in the top right-hand corner of your screen, type in the last name of the client, and click the Search Button. 



2. The client's record will open to the "Demographics" tab. Click on "CRP Notes" tab and from the file menu select "Add CRP Notes."

| Date | Note By | Note Type | Description/PO Number(s) | Status | Date Completed | Attachment |
|------------|------------------|-----------|--------------------------|----------|----------------|------------|
| 11/17/2025 | CONZELMAN, LACEY | Referral | JSA Referral | Complete | 11/17/2025 | Yes |

3. A new window will open for you to create a CRP Note. The "Note By" will default to your name and "Note Date" will default to today's date. You will need to:

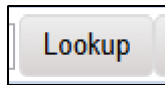
a. Select **DET** for "Division."

- b. Set "Program to **Your provider name.**
- c. Set "Note Type" to **CRP Billing.**
- d. Set "Note Sub-Type" to **VRC – No Billing.**
- e. In "Description" type in "No Services Provided" and **your associated PO number.**

For example, "No Services Provided in November, PO #199664."

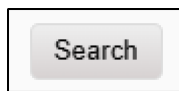
- f. In "CRP Note" type your correspondence to the referring VRC. For example, "Hi Lacey, I was unable to contact Mick this month to provide the JSA services authorized. Will try again next month. Thank you, Harrison."

- g. Set "Status" to **Alert.**



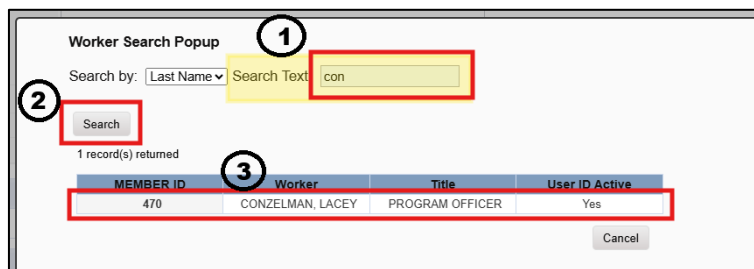
- h. Click the Lookup button to add the referring VRC as a note recipient. A new window will open called "Worker Search Popup."

- 1. Type the first 3 letters of the referring VRC's last name into the "Search Text:" text box

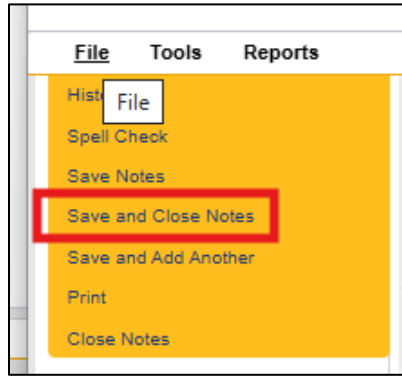


- 2. Click

- 3. Double click on the name of the person that that you want to assign the referral to.



i. From the file menu, click "Save and Close CRP Notes."



Madison AreaCareCenter

MICK JAGGER CRP Notes
11/25/2025 2:13 PM

File Tools

An asterisk (*) indicates a required field

Note Details

Note By * Ford, Harrison

Note Date * 11/25/2025

Division * a DET

Program b OPPORTUNITY RESOURCES INC Details

Note Type * c CRP Billing

Note Sub-Type d To VRC-No Billing

Description e No Services Provided in November, PO #199664

f Hi Lacey, I was unable to contact Mick this month to provide the JSA services authorized. Will try again next month. Thank you, Harrison

CRP Note

Status * g Alert

Date Completed

PO 199664

Attachments

Add Attachment

Attachments Grid

| Document | Description | Category | Action |
|-------------------------------------|-------------|----------|--------|
| There are no attachments to display | | | |

Note Recipients

Add Note Recipient h Lookup Clear

Note Recipients Grid

| Name | Date Sent | Date Read | Status | Date Signed | |
|------------------|------------|-----------|--------|-------------|--------|
| CONZELMAN, LACEY | 11/25/2025 | | Unread | | Remove |